

Quotation Request //

US Government Publishing Office

Agency Publishing Services
732 North Capitol Street, NW
Washington DC 20401-0001

JACKET:417-379

Quotations are Due By:

(Eastern Time)10:00 AM on 04/05/2021

Submit Quotes Online, unless otherwise instructed, via: <http://contractorconnection.gpo.gov/openjobs.aspx>

Contractor must provide mandatory W-9 form before GPO makes payment.

TITLE: CMR - Director's Certificates of Appreciation

QUANTITY: 2500 Certificates. Stamping/Embossing Required.

SUBMISSION OF QUOTES: Vendor to submit quotes via Quick Quote

(<https://contractorconnection.gpo.gov/OpenJobs>). Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to APS DC Team on 202-512-0307.

TRIM SIZE: 8 1/2 x 11"

PAGES: Face only.

SCHEDULE:

Furnished Material will be available for pickup by 04/13/2021

Deliver complete (to arrive at destination) by 04/30/2021

F.O.B. destination

QUALITY LEVEL: 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

DESCRIPTION:

Prints type/rule matter in black ink and two (2) foil stamped departmental seals each with an overall image size approx. 2-1/4" x 2-1/4". The 1st is centered at the head and consists of fine line detail in 3 different foils - Crown Roll Leaf Gold 450, Crown Roll Leaf Red 700, and Crown Roll Leaf Blue 580. The 2nd, positioned in the bottom left corner, is a solid agency seal in Crown Roll Leaf Gold 450, which is then embossed.

NOTE: All foil stamping must have solid impressions with no picking, pinholes or filling in.

MATERIAL FURNISHED: Contractor to pickup at GPO. One (1) Purchase order via email.

Two (2) PDF files. One print file for type/rule matter and one file to show placement of stamping via email.

Three (3) Die sets for star and director's seal provided.

GPO Form 952 Desktop Publishing - Disk Information

GPO Form 2678 (departmental random copies-blue label).

GPO Form 917 (Certificate of Selection).

Contractor to download the "Labeling and Marking Specifications form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers.

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the contract administrator.

The contractor shall create or change any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order JCP Code* H40, Smooth-Finish Diploma Paper; Cream White, Basis Size 20 X 26" Basis Weight 65 lbs. Must be laser compatible and match samples.

COLOR OF INK:

Black ink.

Crown Roll Leaf Gold 450, Crown Roll Leaf Red 700, Crown Roll Leaf Blue 580.

PRINT PAGE: One Side Only

MARGINS: Follow Copy Sample. Adequate Gripper.

PROOFS:

E-MAIL PROOFS (indicate margins): CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT". One set of E-Mailed Electronic Page Proofs. Contractor to submit one "Press Quality PDF "soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

E-Mailed proofs (marked with Jacket/Req. Number plus return name and E-Mail address) directly to the Agency at robert.soule@uss.s.dhs.gov. Contractor must call GPO Contract Compliance Section at (202) 512-0520 immediately upon E-Mailing proofs and immediately upon receiving the returned proofs (or OK E-Mail) back from the Department. Proofs will be withheld not more than (3) workdays from receipt at the Department to receipt in the contractor's plant.

BINDING:

Trim 4 sides.

PACKING:

Shrink wrap in 100's. Pack suitable per cartons. Pack suitably per shipping container.

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION, AS APPLICABLE:

JOB TITLE: CMR - Director's Certificates of Appreciation

REQUISITION: 1-00019

JACKET NO.: 417-379

QUANTITY:

NUMBER OF BOXES: EX. Box 1 of 4, Box 2 of 4...

DISTRIBUTION:

Distribution Notice: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to robert.soule@uss.s.dhs.gov. The subject line of this message shall be "Distribution Notice for Jacket 417-379 Req. No. 1-00019. The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

Deliver 2,450 certificates via traceable means to: Communications Center, (CMR) J. Kendrick, 245 Murray Lane SW, Mail Stop 8152, Washington, DC 20223, 202-406-6732. MUST SHIP UPS OR FEDEX FOR INSIDE DELIVERY.

Deliver 50 Departmental Random "Blue Label" Copies plus all GFM via traceable means to:
Communications Center - FSD, R. Soule, 245 Murray Lane SW, Mail Stop 8175, Washington, DC 20223,
202-253-4923. MUST SHIP UPS OR FEDEX FOR INSIDE DELIVERY.

Note: For the "Blue Label" Copies -- A copy of the Government furnished certificate (GPO Form 917) must accompany the voucher sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher. NOTE: Form is also available at <https://www.gpo.gov/pdfs/vendors/sfas/Form917.pdf>

All expenses incidental to submitting proofs, furnishing samples and returning materials, must be borne by the contractor.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level I.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards-- The specified standards for the attributes requiring them shall be:

ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	Ok'd Proofs/Previously Printed Sample/Furnished Electronic Media
P-9. Solid and Screen Tint Color Match	Pantone Matching System

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the low contractor may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent Balance Sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in a timely manner may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

Attachment(s): NONE